

BURGH-BY-SANDS PARISH HALL

NOTES FOR HALL USERS

1. General

The Burgh-by-Sands Parish Hall Management Committee welcomes you into the Hall and hope that you enjoy using our facilities. These notes are intended as a quick guide, but in no way replaces or overwrites the Conditions of Hire, a copy of which you will have received, and agreed to in whole, by signing the Hire Agreement for your event.

If you have any questions or issues during your Hire, please call the Hall mobile on **07593 038551**.

2. Fire

Please familiarise yourself with the '**Hall Fire Instructions**' and the '**Plan of Exits and Fire Equipment**' map of the Hall, which shows the locations of all Fire Exits, Fire Call Points and Fire Extinguishers. The Hirer must call the Fire Brigade on 999 on the discovery of a fire. Sound the alarm by using one of the 5 Fire Alarm Call Points and immediately evacuate the building in a calm and orderly manner, by the nearest fire exit, making sure that you leave no-one behind. Close any open windows and close all Fire doors behind you as you leave. Make your way to the front of the building if possible. If the fire is small and you feel comfortable tackling the fire by using one of the Fire Extinguishers or the Kitchen's fire blanket, please do so, but **DO NOT** put yourself or any of the occupants at any risk of any danger.

3. Accidents

The Hall's Accident Book is in the Kitchen. It should be filled in for any accident that occurs in the Hall. In addition, you must notify the Management Committee of the accident.

4. First Aid

The Hall's First Aid kit is in the Kitchen. Please use the supplies in this kit when needed. You must notify the Management Committee of the supplies that have been used, so that they can be replenished.

5. End of an Event

At the end of the event, you must:

- clean and tidy up, removing and responsibly disposing of all rubbish generated
- switch off all appliances that they have switched on
- check the toilets, close all windows, shut all doors
- turn off all lights
- lock the premises if in possession of a key

As per the **Conditions of Hire**, if the Hall is left in an unclean or untidy state, the Village Hall will be entitled to make an additional charge to cover the cost of remediation.

If you have any feedback for us about your hire, please let us know by:

- calling the Hall mobile number on **07593 038551**
- writing to us. Our address can be found on our website at <https://burghbysandsparishhall.co.uk/contact/>